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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET  
LANSING

JOHN NIXON  
DIRECTOR

March 4, 2011

To All ReSTART Vendors:

\*Please note: Revision to number 6 – The term SOW revised to read ITB

**Please note that the following information will be REQUIRED on ALL ReSTART bid submissions. These requirements are the same as in the past, however, vendors have not been complying with the requirements. FAILURE TO SUBMIT OR ADHERE TO ALL OF THE FOLLOWING INFORMATION WILL RESULT IN THE BID SUBMISSION BEING DISQUALIFIED**

1. ONE copy only of a cover letter indicating **(1)** name and date of availability of the candidate, **(2)** the company unconditionally accepts all terms and conditions set forth in the specifications of the bid, **(3)** statement that the candidate(s) in the bid are available to start on the date indicated for each skill set, **(4)** statement indicating understanding that if there is a delay of more than 10 working days in the start date and substitutions are necessary, the skill sets of the substitutions must be approved by the requesting agency and meet or exceed the skill sets of the original candidate, and **(5)** vendor (company) contact name, telephone number and email address.
2. TWO BLIND COPIES of the resume(s) of the actual individual(s) proposed (no vendor logo, identifying information, watermarks, etc.) These should be stapled individually and labeled "copy 1", "copy 2".
3. ONE copy only of the results of two reference checks that the Contractor has performed on the proposed individual, including the names and telephone numbers of the references themselves. At least one of these reference checks must be from a supervisor.
4. ONE copy only of the verification of a candidate's permission to work in the United States.
5. ONE copy only of the Hourly Payment Rate for each resume submitted. Hourly payment rates may not exceed the rates in the Contract. However, the payment rates may be less, depending on the State's requirements, nature of the job market, and candidate's abilities.
6. ONE copy only of a signed commitment letter/exclusivity agreement from the individual referencing the ITB number, with the candidate's name, signature, and date. Blanket commitment letters for all ITB's will not be accepted.

7. ONE copy only of the Independent Price Determination. Include a statement substantially as follows:

"This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Part I of the ITB to which this proposal is a response."

With the exception of the background check, which is only required upon award recommendation, these items **MUST** be included in your bid submission.

**In addition:**

Vendors will not have contact with any hiring manager while bid is out. Any inquiries should be directed to the Buyer.

Section III - M has been added to ITB. Candidates will be evaluated according to the scoring criteria specified in Section III – M.

If you have any questions, please feel free to contact me at [schaferd1@michigan.gov](mailto:schaferd1@michigan.gov).

Thank you,

Dana Schafer